


KANSAS DEPARTMENT OF CORRECTIONS

	I NTERNAL M ANAGEMENT P OLICY AND P ROCEDURE	SECTION NUMBER 05-114	PAGE NUMBER
		SUBJECT: INFORMATION TECHNOLOGY AND RECORDS: Video Conferencing	

The IMPP has been placed on RESERVE status, reason being is that the viable content of this IMPP has been subsumed within the parameters of IMPP (05-121) being issued at this time.

Secretary of Corrections

06-02-04
Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-114

**Title: INFORMATION TECHNOLOGY AND RECORDS: Video
 Conferencing**

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 12-21-97, was reviewed during January 2004 by the KDOC Policy Review Panel per IMPP 01-101. At the time of this annual review the Policy Review Panel determined that: no substantive changes and/or modifications to this IMPP are necessary at this time, and the IMPP shall remain in effect as issued on the above stated date.

The next scheduled review for this IMPP is January 2005.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

Norman Bacon, IT Acting Director
Policy Review Committee Chairperson

Date

Roger Werholtz, Secretary of Corrections

02-03-04

Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-114

Title: INFORMATION TECHNOLOGY AND RECORDS: Video Conferencing

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 12-21-97, was reviewed during January 2002 by the KDOC Policy Review Panel per IMPP 01-101. At the time of this annual review the Policy Review Panel determined that: no substantive changes and/or modifications to this IMPP are necessary at this time, and the IMPP shall remain in effect as issued on the above stated date.

The next scheduled review for this IMPP is January 2003.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

Carlos Usera, Information Resource Manager
Policy Review Committee Chairperson

Date

Charles E. Simmons, Secretary of Corrections

02-05-02
Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-114

**Title: INFORMATION TECHNOLOGY AND RECORDS: Video
 Conferencing**

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 12-21-97, was reviewed during January 2000 by the KDOC Policy Review Panel per IMPP 01-101. At the time of this annual review the Policy Review Panel determined that:

- ☐ No changes and/or modifications to this IMPP are necessary at this time and the IMPP shall remain in effect as issued on the above stated date.
- ☒ Changes and/or modifications to this IMPP have been identified as necessary. The IMPP issued effective the above stated date shall remain in effect until the IMPP is re-issued with such changes and/or modifications.

The next scheduled review for this IMPP is January 2001.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

Carlos Usera, Information Resource Manager
Policy Review Committee Chairperson

Date

Charles E. Simmons, Secretary of Corrections

01/27/00
Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-114

Title: INFORMATION TECHNOLOGY AND RECORDS: Video Conferencing

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 12-21-97, was reviewed during January 1999 by the KDOC Policy Review Panel, per IMPP 01-101. At the time of this annual review, the Policy Review Panel determined that:

- [X] No substantive changes and/or modifications to this IMPP are necessary at this time and the IMPP shall remain in effect as issued on the above stated date.
- [] Changes, revisions and/or modifications to this IMPP have been identified as necessary. The IMPP issued effective the above stated date shall remain in effect until the IMPP is re-issued with such changes and/or modifications.

The next scheduled review for this IMPP is January 2000.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

Carlos Usera, Information Resource Manager
Policy Review Committee Chairperson

Date

Charles E. Simmons, Secretary of Corrections

05/18/99
Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-114

**Title: INFORMATION TECHNOLOGY AND RECORDS: Video
 Conferencing**

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 12-21-97, was reviewed during October 1998 by the KDOC Policy Review Panel per IMPP 01-101. At the time of this annual review, the Policy Review Panel determined that:

- ☒ [X] No changes and/or modifications to this IMPP are necessary at this time and the IMPP shall remain in effect as issued on the above stated date.
- ☐ [] Changes and/or modifications to this IMPP have been identified as necessary. The IMPP issued effective the above stated date shall remain in effect until the IMPP is re-issued with such changes and/or modifications.

The next scheduled review for this IMPP is January 1999.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.


Dennis Williams, Fiscal Officer
October 1998 Policy Review Committee Chairperson

Date

Charles E. Simmons, Secretary of Corrections

11/03/98
Date

KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 05-114	PAGE NUMBER 1 of 4
		SUBJECT: INFORMATION TECHNOLOGY AND RECORDS: Video Conferencing	
Approved By: Secretary of Corrections		Original Date Issued:	12-21-97
		Current Amendment Effective:	12-21-97
		Replaces Amendment Issued:	N/A

POLICY

The Department of Corrections shall provide information technology assistance to the departmental divisions, facilities and parole regions in matters of operation of the video conferencing equipment. Video conferences shall be coordinated through the KDOC Central Office Video Conferencing Coordinator. Recordings of video conferences shall only be permitted when all participating locations have been advised of the intended action.

Use of the video conferencing service by agencies, other than the Department of Corrections or Kansas Parole Board (KPB), may be approved by the Secretary of Corrections. All charges associated with video conferencing shall be billed to the user facility per DISC procedures.

DEFINITIONS

Conference Operator: DISC staff that schedules the use of the Kan-San network.

DISC: Division of Information Services and Communication.

Network Control Center (NCC): DISC operations center that is responsible for the maintenance/repair of network systems for all state agencies.

System Management Team: A management panel designated by the Secretary which is comprised of the Management Team, wardens, parole directors, research director and Kansas Correctional Industries directors.

Video Conferencing Coordinator(s): Kansas Department of Corrections staff of the Central Office and facility/parole region that are responsible for the operation of on-site video equipment and/or scheduling of the equipment/room for video conferencing.

Video Conferencing Sites: The Central Office, El Dorado Correctional Facility, Ellsworth Correctional Facility, Hutchinson Correctional Facility, Lansing Correctional Facility, Norton Correctional Facility and Wichita Work Release Facility shall serve as conference sites. Larned Correctional Mental Health Facility shall arrange for access to video conference services through the Larned State Hospital, and, Topeka Correctional Facility shall arrange for access to video conference services through the Central Office.

PROCEDURES

I. Staff Responsibilities

- A. The System Management Team (SMT) members at video conferencing site locations shall designate staff to be Video Conferencing Coordinators. The number of coordinators and back-up staff shall be determined by the SMT member at each site facility.
 - 1. Staff designated with such responsibilities shall receive training in the operation of video conferencing equipment and the procedures for scheduling.
 - a. The video conferencing equipment shall be operated only by those who have received adequate training associated with video equipment.

II. Scheduling Coordination and Charges for Service

- A. Coordination of scheduling and testing of equipment shall be directed to the Central Office Video Conferencing Coordinator(s), the designated Video Conferencing Coordinator=s backup and/or the Telecommunications Manager.
 - 1. KPB video conferencing use shall be scheduled three (3) months in advance and all KDOC use needs shall be coordinated with the KPB schedule.
 - 2. Any location desiring to use video conferencing shall send a completed Video Conference Request form (Attachment A, form #05-114-001) with all required information and authorization(s) to the Central Office coordinator.
 - a. When practical, requests for planned use of video conferencing shall be received in the Central Office at least one (1) week prior to the scheduled use of the equipment.
 - 3. Non-KDOC agency requests for video conferencing request shall be submitted at least two (2) weeks in advance, per procedures in Section V.
 - 4. Emergency requests shall be processed based on the nature and type of confirmed emergency.
- B. The Central Office coordinator shall confer with DISC and arrange for the requested date and time for the conference.
- C. Charges associated with the conference shall be billed to the user facility by DISC utilizing a reference number that will be assigned to all requests at the time of scheduling.
 - 1. Network connections for the conference shall be established thirty (30) minutes prior to the requested conference time for multi-point conferences and fifteen (15) minutes prior to the requested start time for point-to-point conferences.
 - 2. Connections shall be disconnected at the requested ending time.

- a. Any request for extension of the ending time shall be made to the Central Office coordinator as soon as possible prior to the actual ending time.
 - b. DISC will make every effort to extend the ending time based on usage of the network.
 - c. Early ending times shall be reported to the Central Office coordinator so that a disconnect can be made and the charge made for the actual usage time.
- D. Video conferencing sites shall be available during the hours of 8:00 a.m. and 5:00 p.m., excluding State observed holidays. Requests for use of the equipment outside these hours will result in additional usage costs.

III. Equipment Testing

- A. Requests for video conference equipment testing and/or diagnostics shall be made directly to the Central Office Telecommunications Manager.
 - 1. All test requests shall be made at least twenty-four (24) hours in advance of the actual test.
 - 2. Test connections shall be limited to thirty (30) minutes in duration.
 - 3. All test connections shall be accommodated by DISC based upon the availability of network resources.

IV. Video Recording

- A. The Video Conferencing Coordinator at any site location wishing to record a video conference, utilizing the built-in VCR, shall complete the section titled AVideo Conference Recording on the scheduling request form using the public folder under Video Conference Reservation, see attached form sample entitled AVideo Conference Recording (Attachment A, form #05-114-001).
- B. The Video Conferencing Coordinator at any location wishing to record a video conference shall, at the beginning of the conference, announce to all locations that the conference is being recorded and ask if there are any objections.
 - 1. In the event of an objection to the recording of the video conference the Chief Legal Counsel for the Department shall render a decision on the matter.
- C. A failure to complete the required section on the request form and/or a failure to make the announcement of the intention to record the conference shall result in the conference not being recorded.

V. Use of Video Conferencing by Non-KDOC Agency

- A. Any request for use of a facility video conferencing room and equipment connections by an outside agency shall be forwarded by the System Management Team member or the facility Video Conferencing Coordinator to the Secretary of Corrections for approval.

- B. The request shall be submitted on the video request form (Attachment A or the public folder under Video Conference Reservation) at least two (2) weeks prior to the planned usage.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

DISC Policy and Procedure Memorandum 5209.00

ATTACHMENTS

Attachment A, Video Conference Request Form, page 1

